

memorandum

DATE: June 14,2006

REPLY TO

ATTN OF: AD-442:Dunbar

SUBJECT **LEAVE DONATION SOLICITATION FOR PATRICIA W. HART
(FORMERLY PATRICIA W. PHILLIPS)**

TO: All ORO, OSTI, PNSO, and TJSO Employees

Ms. Patricia W. Hart, Physical Scientist, Office of Assistant Manager for Nuclear Fuel Supply, has been approved as a leave recipient under the Voluntary Leave Transfer Program.

Ms. Hart has been diagnosed with breast cancer, and surgery has been performed. Consequently, her sick and annual leave balances have been exhausted. Further treatment consists of chemotherapy followed by radiation therapy.

Employees who wish to donate earned annual leave to Ms. Hart may do so by completing the Leave Donation Form on the reverse side of this announcement. When completed, the form should be given to your time and attendance representative for forwarding to the Payroll Office. **Note:** If you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one half the number of hours the donating employee will earn in the current leave year (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).

If you should have any questions, please contact your Human Resources Specialist.



Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment